

Communities

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Manage Communities



Overview

Communities are collections of accounts that can share social content, such as Photos, PDF Flyers, and Calendar Events. This is especially useful for congregate living communities that have information or pictures they would like to share with everyone.

The screenshot shows the 'Add Community' form. At the top, there are 'Back' and 'Home' buttons. The form includes a 'Community Name' field, an 'Owner Group' dropdown menu with 'Select a Group' as the current selection, and a 'Notes' text area. A 'Save Community' button is at the bottom of the form. The footer of the form area contains a 'Log Out' button and the text 'Powered by GCManage 2.1.0 r2322 Copyright © 2012-2013 GrandCare Systems'.

Creating a Community

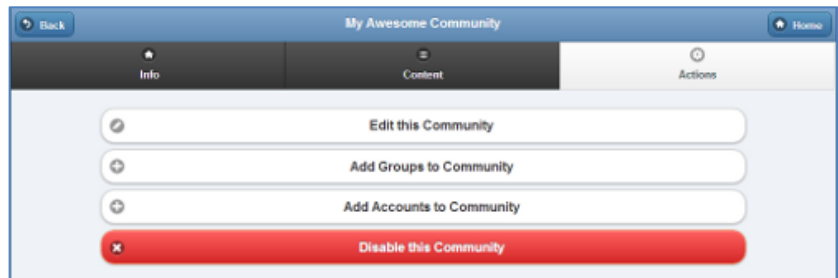
Communities can be created by users who have a role of Group Admin or above. To add a new Community:

- Click the "Manage Communities" button on the Dashboard.
- Click the "Actions" tab.
- Click the "Add a new Community" button.
- Enter a name for the community, then select an Owner Group.
 - Every Community must start with an owning group. Additional groups or individual accounts may be added to make a Community that is larger than a single group.
 - You can only choose an Owner Group from the groups for which you have administrative access.
 - The Owner Group determines which Admin users can add and remove members, and can edit the parameters of the Community.
- Click the "Save Community" button.

Disabling a Community

Communities can be removed by users who have a role of Group Admin or above. Communities are disabled, rather than deleted, which means they can be re-activated in the future. To disable a Community:

- Click the "Manage Communities" button on the Dashboard.
- Click the Community you wish to disable.
- Click the "Actions" tab.
- Click the "Disable this Community" button.



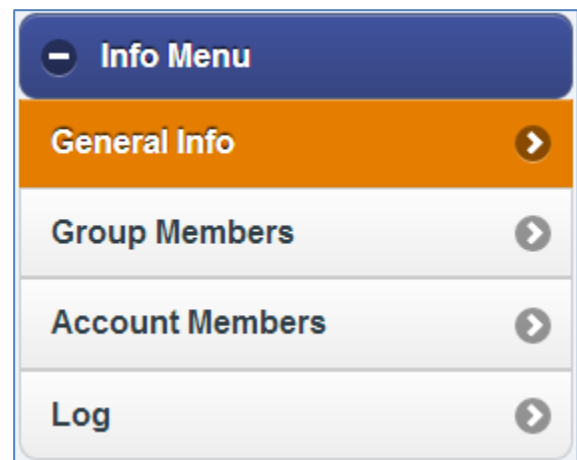
Membership in a Community

Any users who have a role of Group Admin or above for the Community's Owner Group can add or remove Community members.

- Groups - You can add entire groups to a Community, which will add every Account in the group to the Community.
 - Every time a new account is added to a group that's in a Community, the account is automatically made a part of the Community.
 - You can't remove individual Accounts from the Community if they were added as part of a group.
- Accounts - Individual accounts can be added to a Community, although this is not typical.

To *add* members to a Community:

- Click the "Manage Communities" button on the Dashboard.
- Click the appropriate Community.
- Click the "Actions" tab.
- Click either the "Add Groups to Community" button or the "Add Accounts to Community" button.
- Select all the members you would like to add, then click the "Add" button.



To *remove* members from a Community:

- Click the "Manage Communities" button.
- Click the appropriate Community.
- Click the "Group Members" button to remove groups, or the "Account Members" button to remove accounts.
- Click the red "X" on the member you want to remove.

Note that you can't remove the Owner Group for a Community. You can only remove individual accounts that were added as individual accounts.

Community Content

Community content can be added and removed by any users who have a role of Group Communicator, Group Caregiver or Group Admin (or above) for groups that are in the Community. There are 3 types of content that can be added for Community members:

1. Community Calendar Events - events that will appear on the calendars for everyone in the Community.
2. Community Flyers - pdf's of informative flyers or other documents that will appear in the slide show for everyone in the Community.
3. Community Photos - photo albums of shared pictures that can be viewed by, and appear in the slide show, all Community members.

